

AGENDA
REGULAR MEETING OF THE HOLTVILLE CITY COUNCIL
121 WEST FIFTH STREET, HOLTVILLE, CALIFORNIA

September 28, 2015

OPEN SESSION

6:00 PM

Ginger Ward, Mayor
Jim Predmore, Mayor Pro Tem
Mike Goodsell, Council Member
David Bradshaw, Council Member
Richard Layton, Council Member

Steve Walker, City Attorney
Denise Garcia, Interim City Clerk
Nick Wells, City Manager
Vacant, City Treasurer

THIS IS A PUBLIC MEETING

If there is an item on the agenda on which you wish to be heard, please come forward to the microphone at the time the item is being addressed. State your name for the record. All other items can be addressed during the Public Comments portion of the agenda. The Mayor reserves the right to place a time limit on each person asking to be heard.

CITY COUNCIL

CLOSED SESSION 5:30 PM

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957(b)(1))

Agency Negotiator: City Manager/City Attorney
Classified Employees

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6)

City Manager Evaluation
Evaluation Criteria

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:

(Government Code Section 54956.9(a))

City of Holtville vs. Black Dog Farms
City of Holtville vs. Willowbend Mobile Home Park
Charles Simpson vs. City of Holtville

CITY COUNCIL: Meeting Called To Order

PLEDGE OF ALLEGIANCE:

INVOCATION:

CITY CLERK RE: Verification of Posting of the Agenda

EXECUTIVE SESSION ANNOUNCEMENTS: Steve Walker, City Attorney

PRESENTATIONS:

Reading of Proclamation to Support Freedom from Workplace Bullies – Ginger Ward, Mayor

PUBLIC COMMENTS: This is time for the public to address the City Council on any item not appearing on the agenda that is within the subject matter jurisdiction of the City Council. The Mayor reserves the right to limit the speaker's time. The Mayor will recognize you and when you come to the microphone, please state your name and address for the record. You are not allowed to make personal attacks on individuals or make comments which are slanderous or which may invade an individual's personal privacy.

CONSENT AGENDA:

The items on the Consent Agenda are to be approved without comment. Should any Council Member or member of the public wish to discuss any item, they may request that the item be removed from the Consent Agenda and placed on the New Business Agenda.

1. Approval of the Minutes from the Meeting of September 14, 2015.
2. Current Demands 35109 to 35149.

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUE:

UNFINISHED BUSINESS:

None

NEW BUSINESS:

3. **Discussion/Related Action** to adopt **RESOLUTION #15-29** the Appropriation of Additional 2014-2015 Funds Allocated from the State of California's Citizen Option for Public Safety ("COPS") Program to Provide for Front Line Police Services – Nick Wells, City Manager
4. **Discussion/Related Action** to Adopt **RESOLUTION #15-30** Approving the Appropriation of Funds Allocated from the State of California's Citizen Option for Public Safety ("COPS") Program for the 2015-2016 Year to Provide for Front Line Police Services – Nick Wells, City Manager
5. **Discussion/Related Action** to Adopt a Revised Job Description for the Position of City Clerk – Nick Wells, City Manager
6. **Discussion/Related Action** Regarding the Regulation of Frequent Yard Sales in the City – Nick Wells, City Manager
7. **Discussion/Related Action** Regarding the Appointment of an Interim City Treasurer – Nick Wells, City Manager

INFORMATION ONLY:

8. City Manager Report – Nick Wells
 - a. Fire Chief – Alex Silva
 - b. Water/Wastewater Supervisor – Frank Cornejo
 - c. Public Works Supervisor – Alex Chavez
9. Items for Future Meetings:

ADJOURNMENT:

I, Denise Garcia, Interim City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall on September 25, 2015.



CITY OF HOLTVILLE

MAYOR'S PROCLAMATION

FREEDOM FROM WORKPLACE BULLIES WEEK

WHEREAS, the City of Holtville has an interest in promoting the social and economic well-being of its citizens, employees, and employers; and

WHEREAS, that well-being depends upon the existence of healthy and productive employees working in safe and abuse-free work environments; and

WHEREAS, research has documented the stress-related health consequences for individuals caused by exposure to abusive work environments; and

WHEREAS, abusive work environments are costly for employers, with consequences including reduced productivity, absenteeism, turnover, and injuries; and

WHEREAS, protection from abusive work environments should apply to every worker, and not be limited to legally protected class status based only on race, color, gender, national origin, age, or disability;

NOW, THEREFORE BE HEARBY ORDERED AND RESOLVED the City Council of the City of Holtville, State of California, proclaim October 18-24, 2015 as **Freedom from Workplace Bullies Week** and commend the California Healthy Workplace Advocates and the Workplace Bullying Institute, which raise awareness of the impacts of, and solutions for, workplace bullying in the U.S.; and encourages all citizens to recognize this special observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Holtville to be affixed this 28th day of September, 2015.

Virginia Ward, Mayor

Attest: _____
Denise Garcia, Interim City Clerk

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**THE MINUTES OF THE REGULAR MEETING OF
THE HOLTVILLE CITY COUNCIL**

September 14, 2015

The regular meeting of the Holtville City Council was held on Monday, September 14, 2015 at 5:30 p.m. in the Civic Center. Council Members present were Mike Goodsell, Ginger Ward, Richard Layton, David Bradshaw and Jim Predmore. Staff members present were Nick Wells, Denise Garcia and Manuel DeLeon. City Attorney Martin Gonzalez and City Planner Justina Arce were also present. City Attorney Steve Walker and Jack Holt were absent.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

Mayor Ginger Ward called the meeting to order at 5:31 p.m.

CITY COUNCIL & SUCCESSOR AGENCY OPEN SESSION MEETING CALLED TO ORDER:

Mayor Ginger Ward called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mayor Ginger Ward.

INVOCATION:

Father Alfredo Moreno, St. Joseph's Catholic Church

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

The Interim City Clerk verified that the amended agenda was duly posted on September 14, 2015.

EXECUTIVE SESSION ANNOUNCEMENTS:

None

PUBLIC EMPLOYEE PERFORMANCE EVALUATION/DISCIPLINE/DISMISSAL/RELEASE:

(Government Code Section 54957(b 1))

TITLE: City Clerk

No Reportable Action Taken.

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6)

City Manager Evaluation

Evaluation Criteria

No Reportable Action Taken.

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:

(Government Code Section 54956.9(a))

City of Holtville vs. Black Dog Farms

City of Holtville vs. Willowbend Mobile Home Park

No Reportable Action Taken.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

- 1. Approval of the Regular Minutes of the City Council Meeting of September 14, 2015.**
- 2. Current Demands #35008 To #35108.**

A motion was made by Mr. Bradshaw and seconded by Mr. Goodsell to approve items 1 and 2 of the Consent Agenda. The motion carried in the form of a roll call vote.

AYES: Ward, Goodsell, Predmore, Layton, Bradshaw
NOES: None
ABSENT: None
ABSTAIN: None

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUE:

Manuel DeLeon reported that he attended the 9/11 ceremony at Finley School. He also informed Council about an incident involving a dog in the neighborhood around the High School.

Jim Predmore reported that he attended the Mobility 21 Summit in Anaheim.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

- 3. Discussion/Related Action to adopt RESOLUTION #15-24 Approving an Application for Submission to Obtain Funding for FY's 16/17 through 18/19 Under the ICTC Regional Surface Transportation Program (RSTP) for Ninth Street – Justina Arce, City Planner**

A motion was made by Mr. Predmore and seconded by Mr. Bradshaw to adopt Resolution #15-24 approving an application for submission to obtain funding for FY's 16/17 through 18/19 under the ICTC Regional Surface Transportation Program (RSTP) for Ninth Street. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Ward, Goodsell, Predmore, Layton, Bradshaw
NOES: None
ABSENT: None
ABSTAIN: None

- 4. Discussion/Related Action to Adopt RESOLUTION #15-25 Approving an Application for Submission to Obtain Funding for FY's 16/17 through 18/19 Under the ICTC Regional Surface Transportation Program (RSTP) for Sixth Street – Justina Arce, City Planner**

A motion was made by Mr. Predmore and seconded by Mr. Bradshaw to adopt Resolution #15-25 approving an application for submission to obtain funding for FY's 16/17 through 18/19 under the ICTC Regional Surface Transportation Program (RSTP) for Ninth Street. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Ward, Goodsell, Predmore, Layton, Bradshaw
NOES: None
ABSENT: None
ABSTAIN: None

- 5. Discussion/Related Action to Adopt RESOLUTION #15-26 Approving an Application for Submission to Obtain Funding for FY's 16/17 through 18/19 Under the ICTC Congestion Mitigation and Air Quality (CMAQ) – Justina Arce, City Planner**

A motion was made by Mr. Predmore and seconded by Mr. Bradshaw to adopt Resolution #15-26 approving an application for submission to obtain funding for FY's 16/17 through 18/19 under the

ICTC Congestion Mitigation and Air Quality (CMAQ). All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Ward, Goodsell, Predmore, Layton, Bradshaw

NOES: None

ABSENT: None

ABSTAIN: None

6. Discussion/Related Action to Adopt RESOLUTION #15-27 Renaming the Alamo River Trail to Hereafter be Known as the Pete Mellinger Alamo River Trail – Nick Wells, City Manager

A motion was made by Mr. Layton and seconded by Mr. Predmore to adopt Resolution #15-27 approving the renaming of the Alamo River Trail to hereafter be known as the Pete Mellinger Alamo River Trail. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Ward, Goodsell, Predmore, Layton, Bradshaw

NOES: None

ABSENT: None

ABSTAIN: None

7. Discussion/Related Action to Adopt RESOLUTION #15-28 Authorizing the Expenditure of Sewer Enterprise Funds for Erecting a Communications Tower at the Wastewater Treatment Plant to Service Current Reconstruction and Providing for Long-Term Use – Nick Wells, City Manager

A motion was made by Mr. Predmore and seconded by Mr. Layton to authorize the expenditure of Sewer Enterprise Funds for erecting a communications tower at the Wastewater Treatment Plant to service current reconstruction and providing for long-term use. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Ward, Goodsell, Predmore, Layton, Bradshaw

NOES: None

ABSENT: None

ABSTAIN: None

INFORMATION ONLY:

8. City Manager Report – Nick Wells

a. Police Chief – Manuel DeLeon

b. Water/Wastewater Supervisor – Frank Cornejo

c. Public Works Supervisor – Alex Chavez

Written reports were provided by the following: City Manager, Water/Wastewater Supervisor, Police Chief, and Public Works Foreman.

9. Items for Future Meetings

None

There being no further business to come before Council, Mayor Ward adjourned the meeting at 6:45 p.m.

Virginia Ward, Mayor

Denise Garcia, Interim City Clerk

(2)

CITY OF HOLTVILLE

Monthly Check Register

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User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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Check Number : 35109 Check Date : 9/17/2015						
Vendor : 2149 ACME STAFFING						
10	69293	9/15/2015	18249	TEMP EMPLOYEES	Admin	226.84
12	69293	9/15/2015	18249	TEMP EMPLOYEES	PW	1,680.80
Invoice Amount : 1,907.64		Discount Amount : 0.00		Check Amount : 1,907.64		
Check Number : 35110 Check Date : 9/17/2015						
Vendor : 1433 APPLIED INDUSTRIAL TECHNOLOGIES						
12	69270	9/14/2015	7006009263	GLOVES	PW	141.91
Invoice Amount : 141.91		Discount Amount : 0.00		Check Amount : 141.91		
Check Number : 35111 Check Date : 9/17/2015						
Vendor : 8016 AT&T MOBILITY						
10	69273	9/14/2015	9/1/15 5069	CELL PHONE	Admin	94.15
Invoice Amount : 94.15		Discount Amount : 0.00		Check Amount : 94.15		
Check Number : 35112 Check Date : 9/17/2015						
Vendor : 1452 AVAYA , INC.						
10	69288	9/15/2015	2733522936	TELEPHONE EQUIPMENT		69.77
Invoice Amount : 69.77		Discount Amount : 0.00		Check Amount : 69.77		
Check Number : 35113 Check Date : 9/17/2015						
Vendor : 4617 BAJA DESERT TIRE						
10	69230	9/11/2015	30824	TWO TIRES	FD	440.15
11	69254	9/14/2015	30794	TIRE REPAIR	Admin	12.00
11	69263	9/14/2015	31018	(2) NEW TIRES (WTP)		105.24
Invoice Amount : 557.39		Discount Amount : 0.00		Check Amount : 557.39		
Check Number : 35114 Check Date : 9/17/2015						
Vendor : 8679 BRENDA MBACHO						
11	69277	9/15/2015	920 walnut	WATER DEPOSIT REFUND	Admin	81.83
Invoice Amount : 81.83		Discount Amount : 0.00		Check Amount : 81.83		
Check Number : 35115 Check Date : 9/17/2015						
Vendor : 8676 BRYANT REPORTING AGENCY						
10	69278	9/15/2015	1959	DEPOSITION OF DONALD PETER CI	Black Dog	466.50
10	69284	9/15/2015	1957	DEPOSITION OF CHARLES SEAMAN		583.00
10	69285	9/15/2015	1955	DEPOSITION OF DARREL BOSTIC		622.50
10	69286	9/15/2015	1958	DEPOSITION OF RAFAEL CERVANT		567.50
Invoice Amount : 2,239.50		Discount Amount : 0.00		Check Amount : 2,239.50		
Check Number : 35116 Check Date : 9/17/2015						
Vendor : 8119 CITY OF IMPERIAL						
10	69313	9/15/2015	1754	PLAN CHECK/ INSPECTIONS FOR August	Bldg	497.61
Invoice Amount : 497.61		Discount Amount : 0.00		Check Amount : 497.61		
Check Number : 35117 Check Date : 9/17/2015						
Vendor : 2320 COUNTY MOTOR PARTS						
11	69243	9/14/2015	194957	HOSE CLAMP		8.16
10	69244	9/14/2015	192042	BATTERY, JET SPRAY, ENGINE DEC	PW	41.08
11	69244	9/14/2015	192042	BATTERY, JET SPRAY, ENGINE DEC		41.08
10	69245	9/14/2015	191585	IMPACT SOCKET	FD	6.31
10	69246	9/14/2015	194094	VEHCILE WASH AND SUPPLIES		47.75
10	69247	9/14/2015	194437	BATTERY (2) FD		227.47
12	69267	9/14/2015	194526	AIR FILTERS		321.35
Invoice Amount : 693.20		Discount Amount : 0.00		Check Amount : 693.20		
Check Number : 35118 Check Date : 9/17/2015						
Vendor : 1907 COUNTY OF SAN DIEGO, RCS						
10	69271	9/14/2015	16HOLTFDN02	800 MHZ RADIOS	PW	760.83

CITY OF HOLTVILLE

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Date : 9/22/2015 10:59:13 AM

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12	69271	9/14/2015	16HOLTFDN02	800 MHZ RADIOS		73.34
Invoice Amount		: 907.50	Discount Amount		: 0.00	Check Amount : 907.50
Check Number		: 35119	Check Date		: 9/17/2015	
Vendor		: 7932 CR&R INCORPORATED				
10	69296	9/15/2015	AUG. 2015	TRASH SERVICE FOR AUGUST 201!	Trash	14,875.04
13	69296	9/15/2015	AUG. 2015	TRASH SERVICE FOR AUGUST 201!		(1,075.30)
Invoice Amount		: 13,799.74	Discount Amount		: 0.00	Check Amount : 13,799.74
Check Number		: 35120	Check Date		: 9/17/2015	
Vendor		: 8056 DANIELS TIRE SERVICE				
11	69269	9/14/2015	227023623	REPAIRS/SERVICE VEHICLE	PW	118.49
Invoice Amount		: 118.49	Discount Amount		: 0.00	Check Amount : 118.49
Check Number		: 35121	Check Date		: 9/17/2015	
Vendor		: 1540 DRAGON'S EXTERMINATOR				
10	69256	9/14/2015	137315	PEST CONTROL SERVICES FOR CITY Bldg	PW	200.00
Invoice Amount		: 200.00	Discount Amount		: 0.00	Check Amount : 200.00
Check Number		: 35122	Check Date		: 9/17/2015	
Vendor		: 1536 FERGUSON ENTERPRISES, INC. #8423				
11	69255	9/14/2015	2378859	RAPTOR WRENCH; FLG; CAUTION	PW	164.84
Invoice Amount		: 164.84	Discount Amount		: 0.00	Check Amount : 164.84
Check Number		: 35123	Check Date		: 9/17/2015	
Vendor		: 4662 FERNANDO RUIZ, INC.				
10	69265	9/14/2015	126160	SAFETY TRAINING (PW)		235.00
11	69265	9/14/2015	126160	SAFETY TRAINING (PW)	PW	235.00
12	69265	9/14/2015	126160	SAFETY TRAINING (PW)		235.00
Invoice Amount		: 705.00	Discount Amount		: 0.00	Check Amount : 705.00
Check Number		: 35124	Check Date		: 9/17/2015	
Vendor		: 1959 HARRIS COMPUTER SYSTEMS				
10	69291	9/15/2015	XT00108188	INK CARTRIDGES	Admin	71.34
Invoice Amount		: 71.34	Discount Amount		: 0.00	Check Amount : 71.34
Check Number		: 35125	Check Date		: 9/17/2015	
Vendor		: 1471 HD SUPPLY WATERWORKS, LTD				
11	69257	9/14/2015	E413668	VALVE BOXES; VALVE LIDS	PW	368.35
Invoice Amount		: 368.35	Discount Amount		: 0.00	Check Amount : 368.35
Check Number		: 35126	Check Date		: 9/17/2015	
Vendor		: 2297 IMPERIAL COUNTY SHERIFF'S DEPT.				
10	69287	9/15/2015	08312015-1	SHERIFF SERVICES FOR AUGUST 2014	Sheriff	78,452.11
Invoice Amount		: 78,452.11	Discount Amount		: 0.00	Check Amount : 78,452.11
Check Number		: 35127	Check Date		: 9/17/2015	
Vendor		: 1026 IMPERIAL IRRIGATION DISTRICT				
10	69275	9/15/2015	SEPT. PARKS	ELECTRICITY (PARKS)		1,549.05
10	69276	9/15/2015	SEPT. 2015	ELECTRICITY	Admin	5,884.74
11	69276	9/15/2015	SEPT. 2015	ELECTRICITY		9,163.04
12	69276	9/15/2015	SEPT. 2015	ELECTRICITY		4,425.18
Invoice Amount		: 21,022.01	Discount Amount		: 0.00	Check Amount : 21,022.01
Check Number		: 35128	Check Date		: 9/17/2015	
Vendor		: 1027 IMPERIAL STORES				
10	69219	9/11/2015	559014	KITCHEN TRASH BAGS		14.89
10	69220	9/11/2015	559214	LOCKS		20.51
10	69221	9/11/2015	559302	CLOTHES SOAP; BLEACH		17.91
10	69222	9/11/2015	559396	KITCHEN SUPPLIES		79.46

CITY OF HOLTVILLE

Monthly Check Register

Date : 9/22/2015 10:59:13 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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10	69223	9/11/2015	559790	VEHICLE WASH; SWEEPER NOZZLE		18.35
10	69224	9/11/2015	560127	A/C FILTERS		17.78
10	69225	9/11/2015	560147	CABLE TIRES, ELECTRICAL TAPE		2.56
10	69226	9/11/2015	560152	SPRAY BOTTLE		6.12
10	69227	9/11/2015	560158	TRAS BAGS		15.97
10	69228	9/11/2015	560253	PADLOCK		12.27
10	69236	9/14/2015	560252	TRIMMER LINE;		42.92
10	69237	9/14/2015	559646	GRAFFITI REMOVER; PROPANE; M/		25.14
11	69238	9/14/2015	559421	BUG KILLER FOR METER BOXES		6.46
10	69239	9/14/2015	559333	SCRAPER; ROLLER COVERS		31.32
10	69240	9/14/2015	559240	CONCRETE MIX		24.56
11	69241	9/14/2015	558912	ORTHO BUG KILLER		6.09
11	69242	9/14/2015	558877	JOINT TAPE		6.69
10	69250	9/14/2015	560456	COUPLING; PVC TEE; SLIP CAP ; ;C		34.17
11	69260	9/14/2015	560498	COUPLINGS; PVC CAPS; PVC PLUG		45.40
10	69261	9/14/2015	558952	LIQUID ACID FOR CITY POOL; CLE/		239.16
11	69261	9/14/2015	558952	LIQUID ACID FOR CITY POOL; CLE/		55.82
11	69262	9/14/2015	560440	RAT TRAPS; BATTERY TERMINALS;		15.52
11	69268	9/14/2015	560017	PADLOCK; KEYS		16.82
11	69272	9/14/2015	559651	CLEANING SUPPLIES;; PAD LOCK		62.07
Invoice Amount		: 817.96	Discount Amount : 0.00		Check Amount :	817.96
Check Number		: 35129	Check Date : 9/17/2015			
Vendor		: 1757 IMPERIAL VALLEY ENVIRONMENTAL LAB				
12	69264	9/14/2015	7668	LAB ANALYSIS	PW	198.00
Invoice Amount		: 198.00	Discount Amount : 0.00		Check Amount :	198.00
Check Number		: 35130	Check Date : 9/17/2015			
Vendor		: 1148 IMPERIAL VALLEY PRESS				
10	69314	9/15/2015	222552	SUBSCRIPTION RENEWAL	Admin	120.00
Invoice Amount		: 120.00	Discount Amount : 0.00		Check Amount :	120.00
Check Number		: 35131	Check Date : 9/17/2015			
Vendor		: 1382 K-C WELDING & RENTAL, INC.				
10	69253	9/14/2015	50678	WORK BOOTS JP ZARAZUA	PW	167.39
Invoice Amount		: 167.39	Discount Amount : 0.00		Check Amount :	167.39
Check Number		: 35132	Check Date : 9/17/2015			
Vendor		: 2326 KOSCIUSKO'S KARPET KARE				
10	69252	9/14/2015	8331	CARPET CLEANING AT CITY HALL	PW	635.00
Invoice Amount		: 635.00	Discount Amount : 0.00		Check Amount :	635.00
Check Number		: 35133	Check Date : 9/17/2015			
Vendor		: 8678 L.A. POLICE GEAR, INC.				
10	69235	9/14/2015	3028535	UNIFORM PANT	FD	377.86
Invoice Amount		: 377.86	Discount Amount : 0.00		Check Amount :	377.86
Check Number		: 35134	Check Date : 9/17/2015			
Vendor		: 1564 LESLIE'S POOL SUPPLIES				
10	69251	9/14/2015	652-113405	POOL CHEMICALS	PW	463.68
Invoice Amount		: 463.68	Discount Amount : 0.00		Check Amount :	463.68
Check Number		: 35135	Check Date : 9/17/2015			
Vendor		: 1176 QUILL CORPORATION				
10	69294	9/15/2015	83569878	TONER CARTRIDGE		38.53
11	69294	9/15/2015	83569878	TONER CARTRIDGE		38.53
12	69294	9/15/2015	83569878	TONER CARTRIDGE	Admin	38.55
10	69295	9/15/2015	7395151	OFFICE SUPPLIES		92.57

CITY OF HOLTVILLE

Monthly Check Register

Date : 9/22/2015 10:59:13 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

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Invoice Amount		: 393.34	Discount Amount	: 0.00	Check Amount	: 393.34
Check Number		: 35136	Check Date		: 9/17/2015	
Vendor		: 1555 ROBERT S. NELSON AUTOMOTIVE				
11	69258	9/14/2015	11104	REPAIRS TO PW VEHICLE (ERIC)	PW	204.80
12	69258	9/14/2015	11104	REPAIRS TO PW VEHICLE (ERIC)		204.80
Invoice Amount		: 409.60	Discount Amount	: 0.00	Check Amount	: 409.60
Check Number		: 35137	Check Date		: 9/17/2015	
Vendor		: 1043 SELLERS PETROLEUM				
10	69231	9/11/2015	CL77214	FUEL (FD)	FD	811.17
10	69248	9/14/2015	CL77215	FUEL (PW)		535.11
11	69248	9/14/2015	CL77215	FUEL (PW)	PW	683.93
12	69248	9/14/2015	CL77215	FUEL (PW)		617.06
Invoice Amount		: 2,647.27	Discount Amount	: 0.00	Check Amount	: 2,647.27
Check Number		: 35138	Check Date		: 9/17/2015	
Vendor		: 1632 SHELL FLEET				
10	69233	9/11/2015	7900699724508	FUEL (FD)	FD	88.72
Invoice Amount		: 88.72	Discount Amount	: 0.00	Check Amount	: 88.72
Check Number		: 35139	Check Date		: 9/17/2015	
Vendor		: 7863 SIMON WONG ENGINEERING, INC.				
10	69310	9/15/2015	18687	ENGINEER & CONSTRUCTION INSPECTION		4,345.00
10	69311	9/15/2015	18721	ENGINEER & CONSTRUCTION INSP		1,050.00
Invoice Amount		: 5,395.00	Discount Amount	: 0.00	Check Amount	: 5,395.00
Check Number		: 35140	Check Date		: 9/17/2015	
Vendor		: 7841 SPARKLETTES				
10	69232	9/11/2015	9439337090115	DRINKING WATER	FD	46.56
10	69249	9/14/2015	9431538090115	DRINKING WATER	PW	164.71
Invoice Amount		: 211.27	Discount Amount	: 0.00	Check Amount	: 211.27
Check Number		: 35141	Check Date		: 9/17/2015	
Vendor		: 1109 SPRINT				
11	69266	9/14/2015	984297987-086	DATA LINE FOR WTP	PW	24.28
Invoice Amount		: 24.28	Discount Amount	: 0.00	Check Amount	: 24.28
Check Number		: 35142	Check Date		: 9/17/2015	
Vendor		: 2217 SUPERIOR READY MIX CONCRETE				
10	69259	9/14/2015	730579	CONCRETE FOR 5TH AND ORANGE	PW	282.78
Invoice Amount		: 282.78	Discount Amount	: 0.00	Check Amount	: 282.78
Check Number		: 35143	Check Date		: 9/17/2015	
Vendor		: 2524 VALLEY TESTING				
10	69292	9/15/2015	25501	DRUG TESTING FOR LIFEGUARDS	PW	210.00
Invoice Amount		: 210.00	Discount Amount	: 0.00	Check Amount	: 210.00
Check Number		: 35144	Check Date		: 9/17/2015	
Vendor		: 8362 VERITEXT				
10	69289	9/15/2015	SD2402965	DEPOSITION OF CISCO FLORES	Black Dog	879.70
10	69290	9/15/2015	SD2401600	DEPOSITION OF ROBERT D. SCOTT		773.65
Invoice Amount		: 1,653.35	Discount Amount	: 0.00	Check Amount	: 1,653.35
Check Number		: 35145	Check Date		: 9/17/2015	
Vendor		: 1231 WALKER & DRISKILL				
10	69280	9/15/2015	6855	ATTORNEY FEES (GENERAL)		1,787.50
10	69281	9/15/2015	6844	ATTORNEY FEES (BLACK DOG)		8,845.14
10	69282	9/15/2015	6867	ATTORNEY FEES (WILLOW BEND)		125.00

CITY OF HOLTVILLE

Monthly Check Register

Date : 9/22/2015 10:59:13 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>


Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Invoice Amount		: 10,757.64	Discount Amount		: 0.00	Check Amount : 10,757.64
Check Number		: 35146	Check Date		: 9/17/2015	
Vendor		: 1058 XEROX CORPORATION				
10	69229	9/11/2015	81153615	COPIER LEASE (FD)	FD	119.25
10	69279	9/15/2015	81153616	COPIER LEASE AND USAGE		231.65
11	69279	9/15/2015	81153616	COPIER LEASE AND USAGE	Admin	106.65
12	69279	9/15/2015	81153616	COPIER LEASE AND USAGE		106.66
Invoice Amount		: 564.21	Discount Amount		: 0.00	Check Amount : 564.21
Check Number		: 35147	Check Date		: 9/17/2015	
Vendor		: 8680 DEVELOPMENT DESIGN & ENGINEERING, INC.				
22	69321	9/17/2015	10781	ENGINEERING AND CONSTRUCTION	5th Street	3,050.00
Invoice Amount		: 3,050.00	Discount Amount		: 0.00	Check Amount : 3,050.00
Check Number		: 35148	Check Date		: 9/21/2015	
Vendor		: 7805 DEPT. OF HOUSING & COMMUNITY DEVELOPMENT				
10	69341	9/21/2015	TITLE 640 E. 3R	DUPLICATE TITLE FOR TRAILER AT	Admin	25.00
10	69342	9/21/2015	REGISTRATION	DUPLICATE RIGISTRATION FOR TR		25.00
Invoice Amount		: 50.00	Discount Amount		: 0.00	Check Amount : 50.00
Check Number		: 35149	Check Date		: 9/21/2015	
Vendor		: 1224 LIEBERT CASSIDY WHITMORE				
10	69340	9/21/2015	1405756	IMPERIAL VALLEY EMPLOYMENT	Admin	4,410.00
Invoice Amount		: 4,410.00	Discount Amount		: 0.00	Check Amount : 4,410.00
Total Number of Vendors		:	41	:	0.00	
Total Number of Checks Printed		:	41	:		
Total Number of Voided Checks		:	0	:		
Largest Check Amount		:	78,452.11	:		
Total for all Checks Printed		:	155,019.73	:		
Total for Voided Checks		:	0.00	:		
Net Amount of Checks Printed		:	155,019.73	:		

Summary

Fund	Amount
10 GENERAL FUND	133,172.80
11 WATER	11,736.99
12 SEWER	8,135.24
13 TRASH	(1,075.30)
22 LOCAL TRANSPORTATION FUND - TDA	3,050.00

City of Holtville
REPORT TO COUNCIL

DATE ISSUED: September 28, 2015
FROM: Nick Wells, City Manager
SUBJECT: Resolution No. 15-29 *Requesting Additional 2014-15 State COPS Funds*

Meeting Date	<u>09/28/15</u>
Item Number	<u>3</u>
Approvals	City Manager <u></u>
	Finance _____
	City Attorney _____

ISSUE

Shall the City Council adopt Resolution No. 15-29 authorizing the City's request for additional funds allocated to the City through the State of California's Citizen Option for Public Safety ("COPS") Program to provide frontline police services for the 2014-15 fiscal year?

DISCUSSION

The Imperial County Executive Office, which administers the State's COPS funding locally, has notified the Finance Department that a growth factor allotted additional funds for the City's 2014-15 allocation that are available for disbursement. It was recommended that the request once again be made for use as payment of "*law enforcement officer salaries.*"

FISCAL IMPACT

\$20,848.43 will be appropriated to the City of Holtville's State COPS Revenue Fund.

RECOMMENDATION

Staff recommends that the resolution be adopted.

ALTERNATIVE

Not to adopt the Resolution and forego receipt of these funds

Respectfully Submitted,



Nicholas D. Wells

From: [Graciela Alvarez](#)
To: [Michael Crankshaw](#); [Cathy Hoff](#); [Nicholas Wells](#); [Sally Traylor City of Westmor](#); [Amanda Curiel](#)
Subject: COPS Funds
Date: Thursday, September 17, 2015 3:01:05 PM

Good afternoon,

I would like to inform you that according to our Auditors Department the cities obtain a growth for fiscal year 2014-15 from accumulated funds from 2013-15 fiscal years. The growth is for 2014-15 fiscal year only in the amount of \$20,848.43. These funds are now available, just submit a letter and a resolution to start the process.

If you have any questions please contact me at (442) 265-1009.

Thank you,

Graciela Alvarez
Office Technician
County Executive Office
Tel: (442) 265-1009
gracielaalvarez@co.imperial.ca.us

RESOLUTION NO. 15-29

A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING THE APPROPRIATION OF ADDITIONAL 2014-2015 FUNDS ALLOCATED FROM THE STATE OF CALIFORNIA'S CITIZEN OPTION FOR PUBLIC SAFETY ("COPS") PROGRAM TO PROVIDE FOR FRONT LINE POLICE SERVICES

WHEREAS, the California State Legislators and the Governor appropriated monies in fiscal year 2014-15 to continue to allocate to local law enforcement agencies to help the fight against crime; and

WHEREAS, The program known as the *Citizens Option for Public Safety* ("COPS"), allocates funds to local agencies to be used for front line law enforcement services; and

WHEREAS, the County of Imperial recently was made aware of additional accumulated growth funds in the State COPS Grant Funds for 2014-15 awarded to the City; and

WHEREAS, the funding of law enforcement officer salaries to provide patrols in and around schools and the business districts promotes and maintains safety for children and the general public;

NOW THEREFORE, BE IT RESOLVED:

- 1) That the City Council accepts the additional 2014-2015 State COPS Grant funds in the amount of \$20,848.43.
- 2) That the funds will be designated to be expended as allowable expenditures under AB 3229 to fund law enforcement officer salaries.
- 3) That the foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Holtville, California, this 28th day of September, 2015.

Virginia Ward, Mayor


ATTEST:

I, Denise Garcia, Acting City Clerk of the City of Holtville, California, DO HEREBY CERTIFY, that the foregoing Resolution was duly passed, approved and adopted at a regular meeting of the City Council of the City of Holtville, California, on the 28th day of September, 2015.

Denise Garcia, Acting City Clerk

City of Holtville
REPORT TO COUNCIL

DATE ISSUED: September 28, 2015
FROM: Nick Wells, City Manager
SUBJECT: Resolution No. 15-30 *Request for 2015-16 State COPS Funds*

Meeting Date	<u>09/28/15</u>
Item Number	<u>4</u>
Approvals	City Manager <u></u>
	Finance _____
	City Attorney _____

ISSUE

Shall the City Council adopt Resolution No. 15-30 authorizing the City's 2015-16 request for appropriation of funds allocated to the City through the State of California's Citizen Option for Public Safety ("COPS") Program to provide frontline police services?

DISCUSSION

The Imperial County Executive Office, which administers the State's COPS funding locally, has notified the Finance Department that the City's 2014-15 allocation will soon be available for disbursement. It was recommended that the request once again be made for use as payment of "law enforcement officer salaries."

As with other State-funded programs, the availability of the funds has lagged considerably from past years. The City just recently received its final installment of 2013-14 COPS funds. In anticipation of current fiscal year funding becoming available, this request should be presented to the ICEO at once to assure timely distribution when the next funding allocation becomes available.

FISCAL IMPACT

\$100,000 will be appropriated to the City of Holtville's State COPS Revenue Fund.

RECOMMENDATION

Staff recommends that the resolution be adopted.

ALTERNATIVE

Not to adopt the Resolution and forego receipt of these funds

Respectfully Submitted,



Nicholas D. Wells

RESOLUTION NO. 15-30

A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING THE APPROPRIATION OF 2015-2016 FUNDS ALLOCATED FROM THE STATE OF CALIFORNIA'S CITIZEN OPTION FOR PUBLIC SAFETY ("COPS") PROGRAM TO PROVIDE FOR FRONT LINE POLICE SERVICES

WHEREAS, the California State Legislators and the Governor appropriated monies in fiscal year 2014-15 to continue to allocate to local law enforcement agencies to help the fight against crime; and

WHEREAS, The program known as the *Citizens Option for Public Safety* ("COPS"), allocates funds to local agencies to be used for front line law enforcement services; and

WHEREAS, the State COPS Grant Funds for 2015-16 are in the process of being awarded to the City; and

WHEREAS, the City of Holtville will be awarded \$100,000 State COPS Grant Funds in quarterly increments upon City Council approval; and

WHEREAS, the funding of law enforcement officer salaries to provide patrols in and around schools and the business districts promotes and maintains safety for children and the general public;

NOW THEREFORE, BE IT RESOLVED:

- 1) That the City Council accepts the additional 2015-2016 State COPS Grant funds in the amount of \$100,000.
- 2) That the funds will be designated to be expended as allowable expenditures under AB 3229 to fund law enforcement officer salaries.
- 3) That the foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Holtville, California, this 28th day of September, 2015.

ATTEST:


Virginia Ward, Mayor

I, Denise Garcia, Acting City Clerk of the City of Holtville, California, DO HEREBY CERTIFY, that the foregoing Resolution was duly passed, approved and adopted at a regular meeting of the City Council of the City of Holtville, California, on the 28th day of September, 2015.

Denise Garcia, Acting City Clerk

City of Holtville
REPORT TO COUNCIL

DATE ISSUED: September 28, 2015
FROM: Nick Wells, City Manager
SUBJECT: *Revision of City Clerk Job Description*

Meeting Date	<u>09/28/15</u>
Item Number	<u>5</u>
Approvals	City Manager <u></u>
	Finance _____
	City Attorney _____

ISSUE

Shall the City Council accept proposed changes to the Job Description of the City Clerk?

DISCUSSION

The position of City Clerk in Holtville has evolved from an elected position, to a part time employment position to its current state as an additional ancillary function performed by a full time employee. As such, the job description has become ambiguous and not descriptive of the current situation, which is expected to continue going forward.

At the request of the City Council, the City Manager and City Attorney reviewed and amended the description. The amended document with proposed changes is attached.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the amended Job Description be accepted.

ALTERNATIVE

Suggest alternate language or do nothing at this time.

Respectfully Submitted,



Nicholas D. Wells

CITY OF HOLTVILLE

JOB DESCRIPTION

TITLE: CITY CLERK
DEVELOPED: JANUARY 2, 2007
APPROVED: JANUARY 8, 2007
DEPARTMENT: CITY CLERK
REPORTING RELATIONSHIP: COUNCIL/CITY MANAGER

POSITION SUMMARY:

This is an appointed position, serving at the pleasure of the City Council. Under the direction of the City Council *and City Manager*, performs a variety of complex secretarial and administrative assistant duties to relieve the City Council and City Manager of a variety of administrative and clerical *details functions*; attend City Council and various other meetings; prepare related agenda *items* and minutes in accordance with legal requirements of the City Clerk's Office; plan, coordinate, and organize office activities and coordinate communications, meetings and information for the City Council and the City Manager.

ESSENTIAL DUTIES:

Perform a variety of complex secretarial and administrative assistant duties to relieve the City Manager and City Council of a variety of administrative and clerical *details functions*; serve as a primary secretary to the City Council; plan, coordinate, and organize office activities and the flow of communications; ~~assure smooth and efficient office operations.~~

Provide specialized administrative support to the City Council; attend City Council meetings and a variety of other meetings; compile information and prepare, assemble and distribute agenda *items packets* and other materials for City Council, Planning Commission and various other meetings; record, transcribe and distribute minutes; provide assistance in order to process Council actions in the form of resolutions and ordinances.

~~Receive, screen and route phone calls; greet and assist visitors; refer callers or visitors to appropriate staff, administrator, official or department; take and relay messages; respond to requests, complaints and questions from officials, administrators, staff, outside agencies and the public, representing the City by phone or written communication; exercise independent judgment in resolving a variety of complex issues and conflicts.~~

Coordinate communications, public relations and information for the City Council and City Manager; respond to inquiries, and research, interpret and provide detailed and technical information concerning City operations, activities, services, schedules, meetings, events, standards, requirements and related laws, codes, ordinances, resolutions, regulations, policies, and procedures.

Research, analyze and prepare information on a variety of topics for dissemination to the public through the media, conference presentations, community meetings, and City literature; coordinate efforts with City departments, government agencies and vendors.

~~Perform complex administrative assistance duties to assure smooth, timely and efficient office operations;~~ relieve the City Council and City Manager of administrative duties having City-wide impact; assist other professional staff as assigned.

~~Organize and coordinate office functions, activities and communications with departmental City staff as well as citizens and community businesses and organizations.~~

Research, collect, analyze, and compile data and information for inclusion in reports; perform mathematical computations and prepare statistical and financial reports; generate lists and reports as requested.

~~Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements; prepare time cards for administration staff as directed.~~

Compile information and prepare and maintain a variety of detailed and complex lists, records, reports and files related to meetings, minutes, agendas, claims, and assigned duties; establish and maintain filing systems; prepare and distribute weekly reports.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; drive a vehicle to conduct work.

Participate in the development of new and improved programs, systems and procedures as a result of new policies, directives or routine research and analysis as requested; assist with implementation after approval.

~~Schedule and arrange meetings, conferences and travel details for the City Council and City Manager; reserve facilities, lodging, and transportation as necessary.~~

Receive, sort, screen, open and route incoming correspondence for City Council; review and determine priority of incoming mail; compose replies independently or from oral direction.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Functions and secretarial operations of an administrative office.
- City organization, operations, policies and objectives related to the functioning of local government legislative body.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practice, procedures and equipment.
- Record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- ~~Principles and practices of supervision and training.~~
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing, and proofreading.
- Operation of a computer and assigned software.

- Public relations techniques.

ABILITY TO:

- Perform a variety of complex secretarial and administrative assistant duties to relieve the City Council and City Manager of a variety of administrative and clerical details.
- Plan, coordinate and organize office activities and coordinate communications, meetings and information for the City Council and City Manager.
- Prepare, assemble, complete and distribute agenda ~~items~~ *packets* and other materials for meetings.
- Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- ~~Train and evaluate the performance of assigned personnel.~~
- Understand and resolve complex issues, complaints or problems.
- Type or input data at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Analyze situations accurately and adopt an effective course of action.
- Operate a variety of office equipment including a computer and assigned software.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to; graduation from high school; supplemented by college level course work in business, secretarial science or a related field is desirable; and five years of increasingly responsible secretarial or administrative assistance experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.


Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally

City of Holtville
REPORT TO COUNCIL

DATE ISSUED: September 28, 2015
FROM: Nick Wells, City Manager
SUBJECT: *Potential Regulation of Frequent Yard Sales in the City*

Meeting Date	<u>09/28/15</u>
Item Number	<u>6</u>
Approvals	City Manager <u></u>
	Finance _____
	City Attorney _____

ISSUE:

Shall the City Council consider regulation of residential yard sales in the City limits to prevent proliferation and abuse?

DISCUSSION

The City has received multiple complaints recently regarding frequent yard sales by various residents. This presents issues as an esthetic nuisance and, in the case of some near daily sales, skirting of business licensing and zoning issues. Internet research reveals that several California cities have chosen to regulate this in a variety of ways which include licensing the sales, escalating license fees for repeated sales and limited specific city-wide date windows for holding sales within the City.

Another issue that may be addressed is signage. Multiple signs are usually posted throughout town and are rarely removed by the parties. Some cities regulate the number, size and placement of signs.

Regulation may require adoption of an ordinance, amendment of the Fee Schedule or more. Staff is soliciting input and direction from the Council to proceed

FISCAL IMPACT:

Little to none, other than potential minimal licensing fees revenue.

CONCLUSION & RECOMMENDATION

Staff recommends any or all of the following:

- 1) Minimal licensing fee to hold a yard sale
- 2) Escalation of fee beyond one sale per quarter
- 3) Barring more than two or three per quarter
- 4) Requirement for sign cleanup at conclusion of sale

ALTERNATIVES

Direct staff to give alternatives or take no action at this time.



City of Holtville

REPORT TO COUNCIL

DATE ISSUED: September 16, 2015
FROM: Alex Silva, Fire Chief
SUBJECT: Monthly Report for August 2015

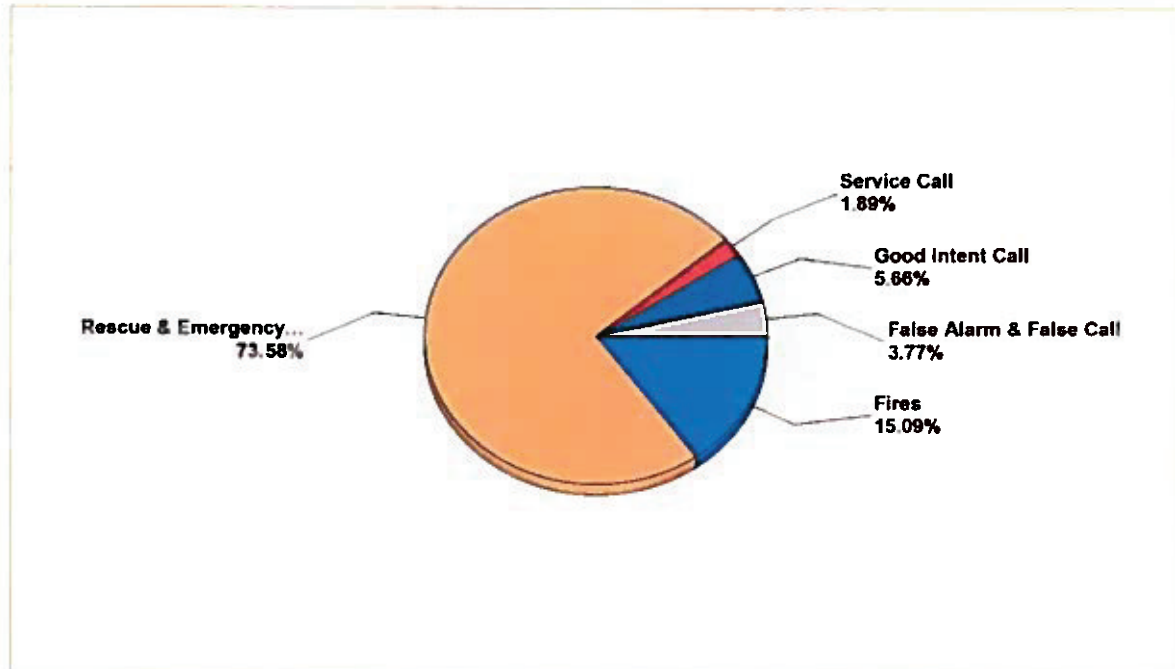
THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.

During the month of August 2015 I responded to 2 strike team activations, Three Rivers California for 5 days and to Mammoth Lakes California for 7 days. Both were wildland fires. Staff covered my position will I was gone. The fire department responded to 53 emergency calls during the month. The following is the monthly report for the month of August 2015.

Emergency calls	53
Training hours	157
Residential inspections	15
Commercial inspections	6

Cordially submitted

Alex Silva
Fire Chief



MAJOR INCIDENT TYPE # INCIDENTS % of TOTAL

Fires	8	15.09%
Rescue & Emergency Medical Service	39	73.58%
Service Call	1	1.89%
Good Intent Call	3	5.66%
False Alarm & False Call	2	3.77%
TOTAL	53	100.00%

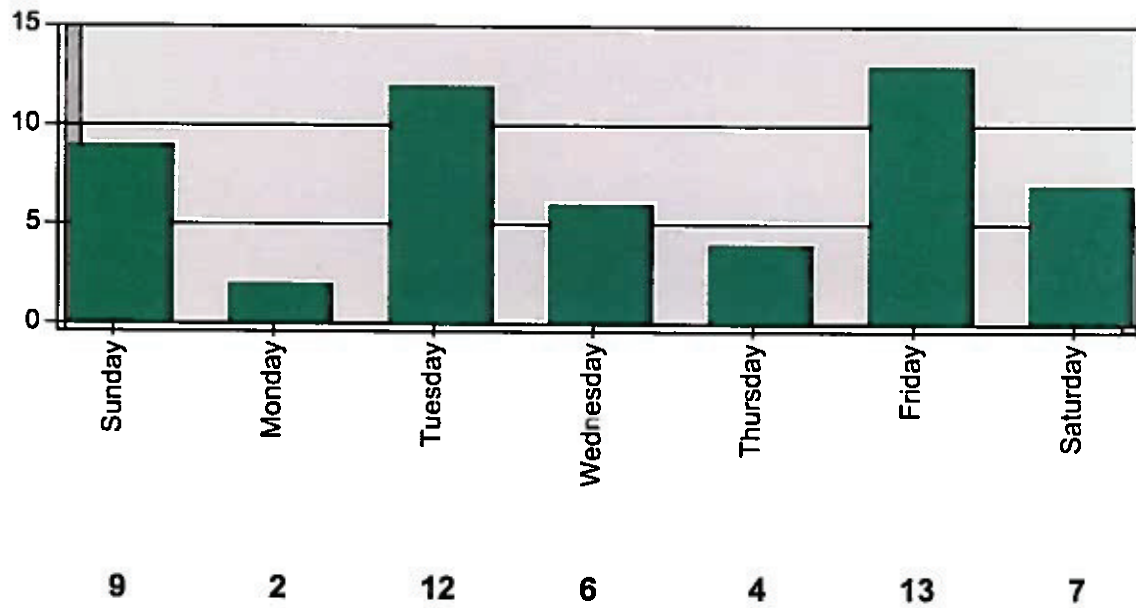
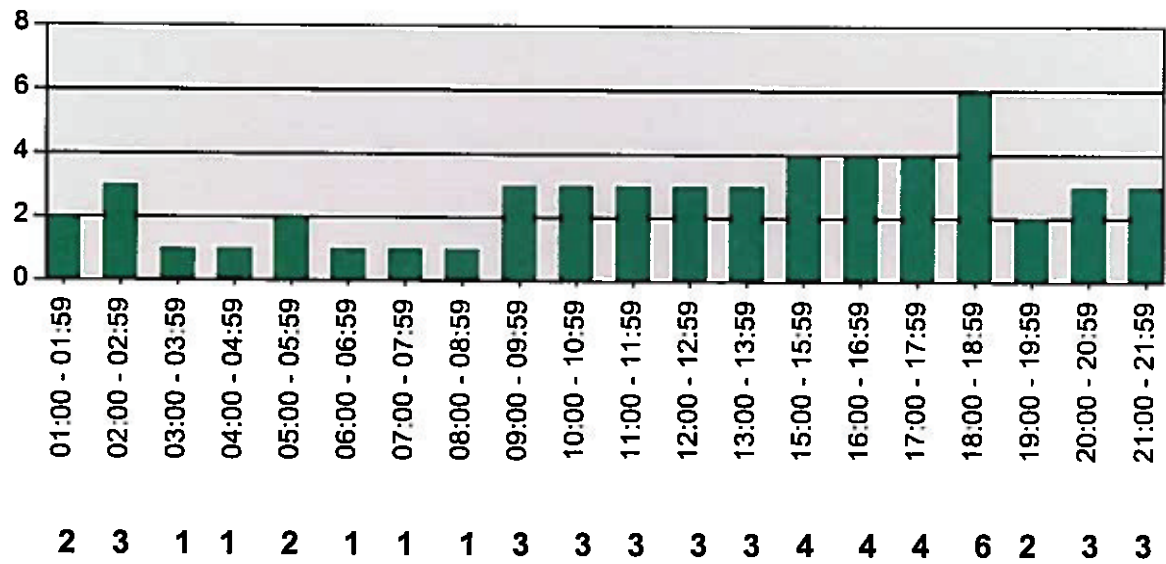
ACTION TAKEN # INCIDENTS PERCENTAGE

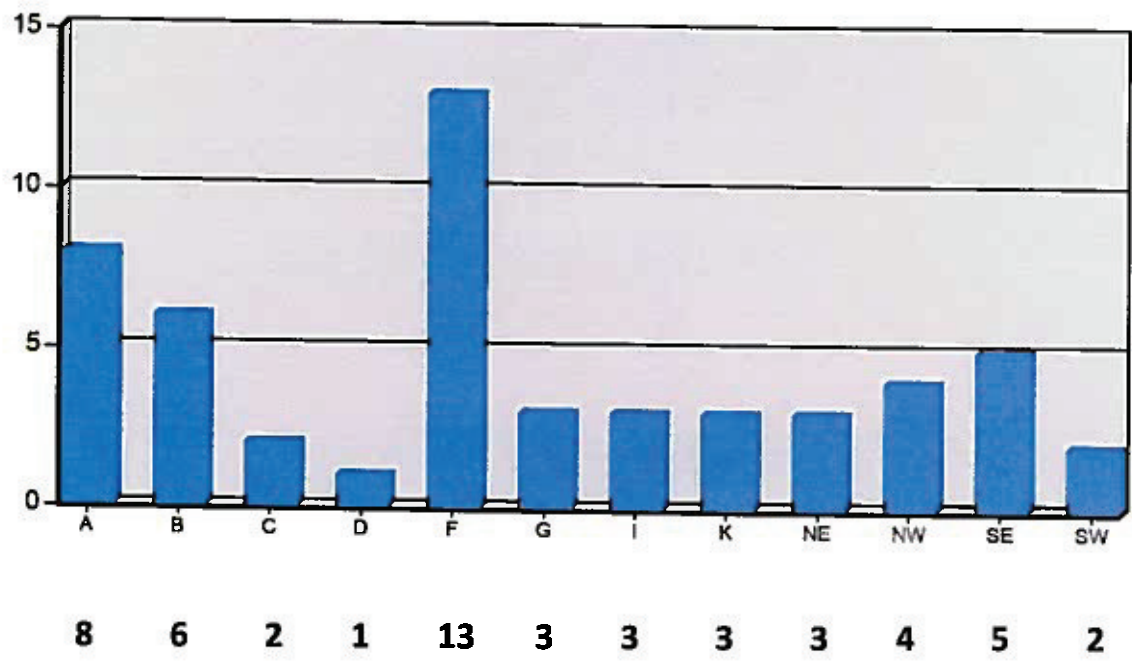
10 - Fire control or extinguishment, other	3	5.56%
11 - Extinguishment by fire service personnel	4	7.41%
14 - Contain fire (wildland)	1	1.85%
30 - Emergency medical services, other	1	1.85%
31 - Provide first aid & check for injuries	3	5.56%
32 - Provide basic life support (BLS)	8	14.81%
33 - Provide advanced life support (ALS)	23	42.59%
71 - Assist physically disabled	1	1.85%
73 - Provide manpower	5	9.26%
86 - Investigate	5	9.26%
87 - Investigate fire out on arrival	1	1.85%
93 - Cancelled en route	3	5.56%
TOTAL:	58	

Total incidents	Total property loss	Total content loss	Total loss	Ave loss
2	\$5,000.00	\$2,060.00	\$7,060.00	\$3,530.00

Number	Date	Incident type	Property loss	Content loss	Loss total	% of total
0451	08/02/2015	142 - Brush or brush-and-grass mixture fire	0.00	\$60.00	\$60.00	0.85
0491	08/25/2015	322 - Motor vehicle accident with injuries	\$5,000.00	\$2,000.00	\$7,000.00	99.15

Hour of the day





86

**City of Holtville
REPORT TO COUNCIL**

DATE ISSUED September 23rd , 2015

FROM: Public Works Foreman

SUBJECT: Bi Monthly Report.

THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.

The purpose of this report is to inform Council of Public Works activities since the last council meeting. Public Works has been actively working on or completed the following:

- Cleared sewer plugs at different locations in town.
- Repaired water service line leaks.
- Worked with the Sheriff's Department to clean up graffiti at park and around town.
- Patch potholes in different locations in town.
- Ran main sewer lines in different locations in town.
- Caught 7 dogs and 1 cat.
- Repaired curb on 7th and Myrtle Ave.
- Repaired sidewalk, curb and gutter on 6th and Melon Rd.
- Repaired sidewalk on Olive Ave and 6th St.
- Repaired sidewalk on the corner of Myrtle Ave. and 6th St.
- Repaired 6 inch waterbreak on 3rd St. and Fern Ave.

Respectfully Submitted,



Alejandro Chavez
Public Works Foreman
City of Holtville





REPORT TO CITY COUNCIL

MEETING DATE:	9/28/15
APPROVED FOR AGENDA	
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	

DATE ISSUED: September 22nd, 2015

FROM: Frank Cornejo
Water/Wastewater Operations Supervisor

SUBJECT: Water / Wastewater Plant Operations & Maintenance Summary

THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.

The purpose of this report is to inform council of all operations, maintenance, and construction activities completed at the City's water-wastewater treatment facilities during the period between 09/09/15 to 09/22/15.

Also attached to this report are photos of the current wastewater treatment plant improvements construction work, as well as an updated spreadsheet detailing both the 2015 year-to-date violations related to NPDES Permit (*ammonia*) noncompliance for our wastewater facility.

Water Treatment Plant:

- Staff completed application of epoxy coating at chemical storage tank containment area at Raw Water Ponds.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

Waste Water Treatment Plant:

- WWTP staff continued assisting Pacific Hydrotech work crews in locating underground infrastructure during earthmoving and trenching operations.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

Waste Water Treatment Construction:

- **Pacific Hydro work crews completed earthmoving operations on North Side of wastewater plant. (see attached photo)**
- **Pacific Hydro work crews completed demolition operations of existing raw water storage pond. (see attached photo)**
- **Pacific Hydro work continued dewatering well boring operations on South Side of wastewater plant. (see attached photo)**

Respectfully Submitted,



Frank Cornejo.
Water/Wastewater Operations Supervisor
City of Holtville



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

STATE WATER RESOURCES CONTROL BOARD

California Integrated Water Quality System Project (CIWQS)

Mandatory Minimum Penalty Report

This MMP Report shows only mandatory minimum penalty violations associated with Water Code sections 13385(h) and (i) and 13385.1(a).

Region	Agency	Facility	WDID	MMP Exempt Violations	Serious Reporting Violations	Serious Effluent Violations	Chronic Violations	Vio w/ MMP Enf	Vio Fully Resolved (Paid and Historical)	Vio w/o MMP Enf	Total MMP Vios
7	Calexico City	Calexico City WWTP	7A130101011	0	0	0	1	0	0	1	1
7	Calipatria City	Calipatria City WWTP	7A130102041	0	0	1	1	0	0	2	2
7	Holtville City	Holtville City WWTP	7A130105011	0	0	0	28	0	0	28	28
7	Imperial City	Imperial City WWTP	7A130106011	0	0	0	1	0	0	1	1
7	Imperial ID	Imperial ID El Centro GS	7A130128003	0	0	0	2	0	0	2	2
7	Imperial ID	Imperial ID Grass Carp Hatchery	7A130128015	0	0	0	11	0	0	11	11
7	Ormand, Peter M	Peter M Ormand Date Gardens MHP	7A131057011	0	6	0	0	5	0	1	6
7	Seeley Cnty WD	Seeley CWD WWTP	7A130111013	0	0	0	6	0	0	6	6
TOTAL (PAGE)				0	6	1	50	5	0	52	57
TOTAL (REPORT)				0	6	1	50	5	0	52	57

Page 1 of 1

Violation: An instance of non-compliance

Serious Reporting Violation: Defined by California Water Code section 13385.1 as a failure to file a discharge monitoring report pursuant to Section 13383 for each period of 30 days following the deadline for submitting the report, if the report is designed to ensure compliance with limitations contained in waste discharge requirements that contain effluent limitations.

Serious Effluent Violation: Serious violation as defined by California Water Code section 13385(h). Waste discharge exceeds the effluent limitation for a Group I pollutant by 40% or more (CAT1), or a Group II pollutant by 20% or more (CATs).

Chronic Violation: Chronic violation as defined by California Water Code section 13385(i). To be counted as a chronic violation, there must be 3 prededing violations within a 180 day period. The fourth non-serious violation that occurs within the 180 day period is an MMP violation.



